



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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To: State Management Team
From: State Director
Subject: Internal and External Lotus Note Calendars

California BLM maintains two Lotus Notes calendars, one internal and one external. Management team members are required to keep both calendars current.

The **internal calendar** is available to BLM California managers to coordinate information on meetings, events and related information. It contains basic calendar views by day, two days, workweek, full week, and one month, as well as entries by author and date.

The California Management Team and public affairs officers have permission to enter information. Permission may be given to additional employees at the manager's discretion.

Note: To add new information, double click on the "white" space on a specific day. Enter the appropriate information in the appropriate data field, save and close. To view details or to modify an existing entry, click on the event title.

The **external calendar** is available to employees and the public for information on public meetings and events. The public may access through the California BLM home web page or Newsbytes. It is a monthly calendar view that can be sorted by date, location and event.

Field office managers and field public affairs officers have permission to enter information. Permission may be given to additional employees at the manager's discretion.

Note: To add new information, double-click on the "white" space on a specific day and enter the data in the appropriate fields. Prompts will help you complete all necessary information. Save and close. To view details or to modify an existing entry, click on the event title.

For additional information and assistance, contact John Dearing in External Affairs at (916) 978-4622.

Signed by:
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